

Make two copies. Leave one with the seller and keep the other copy in project file.)

## Attachment D

**This is a guide-form. It should be revised to reflect the circumstances.**

Given to every tenant in the CDBG or HOME funded project at the time:

- 9 The application is approved by the grantee and a legally-binding agreement between the owner and the funding entity is signed; and,
- 9 Prior to the commencement of rehabilitation of the property.

### Notice of Non-Displacement to Residential Tenant

*Grantee or Agency Letterhead*

Date

Dear \_\_\_\_\_:

On   (date)  , we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On   (date)  , the owner=s request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment (or another suitable, decent, safe, and sanitary apartment in the same building/complex) upon completion of the rehabilitation. Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the gross income of all adult members of your household. Of course, you must comply with the reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe, and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance, is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact   (name)  ,   (title)  , at   (phone)  ,   (address)  . Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

*Name and Title*

**Note:** The project file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery.